

Staff Summary Report



Council Meeting Date: 07-22-2008

Agenda Item Number: _____

SUBJECT: Request to award a one-year contract with four, one-year renewal options to Southwest Partitions and Office Interiors for the purchase of remanufactured Haworth systems furniture, free standing furniture and related support services for use by City Departments on an as needed basis.

DOCUMENT NAME: 20080722fst23 **PURCHASES (1004-01)**

SUPPORTING DOCS: Yes

COMMENTS: (IFB #08-171) Total cost for this contract shall not exceed \$250,000 during the initial contract period.

PREPARED BY: Ted Stallings, CPPB, Procurement Officer, 480-350-8617

REVIEWED BY: Jerry Hart, Financial Services Manager, 480-350-8505
Michael Greene, CPM, Central Services Administrator, 480-350-8516

**LEGAL REVIEW AS
TO CONTRACT FORM**

ONLY: N/A

FISCAL NOTE: Sufficient funds have been appropriated in various city wide cost centers.

RECOMMENDATION: Award the contract.

ADDITIONAL INFO: Invitation for Bid #08-171 was issued to establish a contract for the purchase of remanufactured Haworth systems furniture, freestanding furniture and related support services. Systems furniture consists of locking vertical panels with horizontal work surfaces and storage. System and free standing furniture are used to create/remodel individual workspaces in an open office environment. An evaluation committee composed of Risk Management and Procurement Staff reviewed the responses. It is the recommendation of the committee to award the contract to Southwest Partitions and Office Interiors.

Vendor's Bid Offer

It is REQUIRED that Bidder COMPLETE, SIGN and SUBMIT the original of this form to the City Procurement Office with the bid response offer. An unsigned "Vendor's Bid Offer", late bid response and/or a materially incomplete response will be considered non-responsive and rejected.

Bidder is to type or legibly write in ink all information required below.

Bidder's Company Name	<u>Southwest Partitions and Office Interiors</u>		
Company Mailing Address	<u>4600 N. 7th Ave. Phx, Az 85013</u>		
Company Street Address	<u>same as above</u>		
Bid Offeror Contact	<u>Greg Seifert</u>	Title	<u>Sales Rep</u>
Contact's Phone No.	<u>(602) 899-0897</u>	E-mail Address	<u>greg@e-zoffice.com</u>
<u>Bidder's Company Tax Information:</u>			
Arizona Transaction Privilege (Sales) Tax No.	<u>07153862M</u>	or	
Arizona Use Tax No.			
Federal I.D. No.	<u>860355088</u>		
City & State Where Sales Tax is Paid	<u>Phoenix</u>		<u>Az</u>

THIS BID IS OFFERED BY

Authorized Bid Offeror (Type or Print in ink)

William Taylor

Bid Offeror's Title (Type of Print in ink)

Vice President

Date 5/23/08

REQUIRED SIGNATURE OF AUTHORIZED BID OFFEROR (Must Sign in Ink)

By signing this Bid Offer, Bidder acknowledges acceptance of all terms and conditions contained herein and that prices offered were independently developed without consultation with any other bidder or potential bidder. Failure to sign and return this form with bid response will result in a non-responsive bid response.

[Signature]
Signature of Authorized Bid Offeror

5/23/08
Date

Bid Questionnaire

Must be completed and submitted with bid documents.

1. What is the address of your office from which this City of Tempe contract will be administered, from which billing will be sent to the City and to which the City will issue payment?

Southwest Partitions & Office Interiors
4600 N. 7th Ave.
Phoenix, Az 85013

2. Who is your assigned Contract/Project Manager to the City of Tempe?

Name: Greg Seifert
Phone: (602) 274-0214
Cellular Phone: (602) 399-0897
Fax Number: (602) 277-9512
E-mail address: Greg@E-ZOffice.com

3. If selected, will your company follow all invoicing/billing requirements?

Yes ☒ No ☐

4. Provide three (3) local government and/or large industry references for the products and services bid:

<u>Reference</u>	<u>Contact</u>	<u>Phone</u>
" see attached references"		

5. Does your company accept all terms and conditions of this Invitation for Bid?

Yes ☒ No ☐

6. Will your company perform all work for this contract in conformance with all OSHA, Federal, State, County, and City safety requirements?

Yes ☒ No ☐

7. Does the product(s) proposed meet or exceed all stated specifications?

Yes ☒ No ☐

8. Describe any program which you propose for the expedited shipment of rush orders. (Quick Ship Program).

not available

9. If selected, will your company accept a city procurement card (Visa or MasterCard) as a form of payment?

Yes ☒ No ☐

10. Does your company agree to warrant their product against defects in materials and workmanship for a minimum period of 5 years from date of installation and acceptance?

Yes ☒ No ☐

If your warrant period is more than 5 years, please specify. _____ years.



dba Southwest Partitions & Office Interiors

References

Name of Company: DriveTime Automotive
Address: 4020 E. Indian School Road Phx, AZ 85018
Telephone: 602-667-2435
Contact: Vicky Bowen
Email: Vicky.Bowen@drivetime.com

Name of Company: International Institute of the Americas
Address: 2111 E Highland, #B400 Phoenix, AZ 85016
Telephone: 480-285-8829
Contact: Bob MacDonald
Email: BmacDonald@iia.edu

Name of Company: Automotive Investment Group
Address: 1550 E. Missouri Phoenix, AZ 85014
Telephone: 602-230-1051
Contact: Denise Martin
Email: Dmartin@vtaig.com

Your Single Source Interiors

Company Name: Southwest partitions

PRICE SHEET

ITEM NO.	DESCRIPTION OF REQUIRED MATERIAL, SERVICE OR CONSTRUCTION	QTY	UNIT	UNIT PRICE
Systems Furniture Haworth Unigroup -Power Base				
<u>Panels – remanufactured</u>				
1.	36"H x 24"W	1	Ea.	\$ <u>70.00</u>
2.	36"H x 30"W	1	Ea.	\$ <u>77.00</u>
3.	36"H x 36"W	1	Ea.	\$ <u>85.00</u>
4.	36"H x 48"W	1	Ea.	\$ <u>100.00</u>
5.	36"H x 60"W	1	Ea.	\$ <u>108.00</u>
6.	42"H x 24"W	1	Ea.	\$ <u>77.00</u>
7.	42"H x 30"W	1	Ea.	\$ <u>85.00</u>
8.	42"H x 36"W	1	Ea.	\$ <u>93.00</u>
9.	42"H x 48"W	1	Ea.	\$ <u>108.00</u>
10.	42"H x 60"W	1	Ea.	\$ <u>115.00</u>
11.	62"H x 24"W	1	Ea.	\$ <u>93.00</u>
12.	62"H x 30"W	1	Ea.	\$ <u>100.00</u>
13.	62"H x 36"W	1	Ea.	\$ <u>108.00</u>
14.	62"H x 48"W	1	Ea.	\$ <u>123.00</u>
15.	62"H x 60"W	1	Ea.	\$ <u>130.00</u>
<u>Panels – remanufactured – w/electric</u>				
16.	36"H x 24"W	1	Ea.	\$ <u>123.00</u>
17.	36"H x 30"W	1	Ea.	\$ <u>130.00</u>
18.	36"H x 36"W	1	Ea.	\$ <u>139.00</u>
19.	36"H x 48"W	1	Ea.	\$ <u>154.00</u>
20.	36"H x 60"W	1	Ea.	\$ <u>162.00</u>
21.	42"H x 24"W	1	Ea.	\$ <u>130.00</u>
22.	42"H x 30"W	1	Ea.	\$ <u>139.00</u>
23.	42"H x 36"W	1	Ea.	\$ <u>147.00</u>
24.	42"H x 48"W	1	Ea.	\$ <u>162.00</u>
25.	42"H x 60"W	1	Ea.	\$ <u>170.00</u>
26.	62"H x 24"W	1	Ea.	\$ <u>137.00</u>

Company Name: Southwest Partitions

PRICE SHEET

ITEM NO.	DESCRIPTION OF REQUIRED MATERIAL, SERVICE OR CONSTRUCTION	QTY	UNIT	UNIT PRICE
<u>Panels – remanufactured – w/electric - continued</u>				
27.	62"H x 30"W	1	Ea	\$ <u>154.00</u>
28.	62"H x 36"W	1	Ea	\$ <u>162.00</u>
29.	62"H x 48"W	1	Ea	\$ <u>177.00</u>
30.	62"H x 60"W	1	Ea	\$ <u>185.00</u>
<u>Tackboards</u>				
31.	16"H x 24"W	1	Ea	\$ <u>59.00</u>
32.	16"H x 30"W	1	Ea	\$ <u>77.00</u>
33.	16"H x 48"W	1	Ea	\$ <u>112.00</u>
34.	16"H x 60"W	1	Ea	\$ <u>136.00</u>
<u>Whiteboards</u>				
35.	16"H x 24"W	1	Ea	\$ <u>71.00</u>
36.	16"H x 30"W	1	Ea	\$ <u>89.00</u>
37.	16"H x 48"W	1	Ea	\$ <u>112.00</u>
38.	16"H x 60"W	1	Ea	\$ <u>135.00</u>
<u>Work surfaces – new - oak laminate finish</u>				
39.	24"D x 24"W	1	Ea	\$ <u>58.00</u>
40.	24"D x 30"W	1	Ea	\$ <u>66.00</u>
41.	24"D x 36"W	1	Ea	\$ <u>75.00</u>
42.	24"D x 48"W	1	Ea	\$ <u>86.00</u>
43.	36"D x 24"W corner work surface	1	Ea	\$ <u>99.00</u>
<u>Locking overheads - remanufactured</u>				
44.	36" W – fabric	1	Ea	\$ <u>85.00</u>
45.	48" W – fabric	1	Ea	\$ <u>100.00</u>
46.	60" W – fabric	1	Ea	\$ <u>116.00</u>
47.	36" W – with new task-light, bulb included – fabric	1	Ea	\$ <u>162.00</u>

Company Name: Southwest Partitions

PRICE SHEET

ITEM NO.	DESCRIPTION OF REQUIRED MATERIAL, SERVICE OR CONSTRUCTION	QTY	UNIT	UNIT PRICE
<u>Locking overheads – remanufactured - continued</u>				
48.	48" W – with new task-light, bulb included – fabric	1	Ea	\$ <u>170.00</u>
49.	60" W – with new task-light, bulb included – fabric	1	Ea	\$ <u>190.00</u>
<u>Metal pedestals with locks</u>				
50.	Box, Box, File, minimum 19 gauge interior and 22 gauge exterior	1	Ea	\$ <u>85.00</u>
	<u>Haworth</u> Manufacturer			
51.	File, file minimum 19 gauge interior and 22 gauge exterior	1	Ea	\$ <u>85.00</u>
	<u>Haworth</u> Manufacturer			
<u>Lateral files with lock</u>				
52.	36"W x 27 3/4" H-two-drawer, minimum 19 gauge interior and 22 gauge exterior	1	Ea	\$ <u>125.00</u>
	<u>Haworth</u> Manufacturer			
GRAND TOTAL				\$ <u>6,036.00</u>
Miscellaneous -				
1.	Design services for Haworth, and other office systems.	1	Per hour	\$ <u>75.00</u>
2.	Re-design services of existing Haworth, and other office systems.	1	Per hour	\$ <u>75.00</u>
3.	Dismantling and re-installation services for existing Haworth, and other office systems during business hours 8:00a.m. to 5:00p.m.	1	Per Hour	\$ <u>65.00</u>
4.	Dismantling and re-installation services for existing Haworth, and other office systems <u>after normal</u> business hours.	1	Per Hour	\$ <u>65.00</u>

Company Name: Southwest Partitions

PRICE SHEET

ITEM NO.	DESCRIPTION OF REQUIRED MATERIAL, SERVICE OR CONSTRUCTION	QTY	UNIT	UNIT PRICE
Miscellaneous - continued				
5.	Move Management Services – (Must have Procurement Officer approval prior to use). Services to include, but not limited to: coordinating city departments, coordinating contractors, planning meetings, etc.	1	Per Hour	\$ <u>65.00</u>
6.	Discount off list price for ESI products. Catalog/Volume #19	<u>50</u>	% off	
	Labor for installation of ESI products in existing office systems.	1	Per Hour	\$ <u>45.00</u>
7.	Discount off list for paper management systems.	<u>N/A</u>	% off	
<u>N/A</u>				
Manufacturer				
Price list/catalog number: <u>N/A</u>				
Price list/catalog date: <u>N/A</u>				
8.	Discount off list for remanufactured Haworth product not listed in above price sheet.	<u>80</u>	% off	
Price list/catalog number: <u>UniGroup Too Price List</u>				
Price list/catalog date: <u>April 2008</u>				
9.	Other manufacturers for guests chairs, lighting, etc. Please provide manufacture name, catalog number and percentage off list price.			
<u>Manufacture/Catalog Number</u>				<u>% Off List Price</u>
<u>N/A</u>				